

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Senior Planner	<u>Revision Date:</u> 04/17
		<u>EEO Category:</u> Professional
		<u>Status:</u> Exempt (Prof.)
		<u>Control No:</u> 30655

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of a section manager, performs professional level planning activities for the City which may include subdivision review, site plan review, statistical research, ordinance development, long range planning, and staff to Boards and Commissions, as needed by the City.

III. Essential Duties:

- Review subdivisions and hillside development for conformity to City ordinances; review and analyze conditional use, rezoning, and Board of Adjustment applications.
- Assist in the General Plan process; gathering data, organizing statistical information; writing reports; drafting element revision; recommending goals, policies, and programs; working with citizen groups.
- Review and rewrite City Development Code, as assigned.
- Research and write staff reports for the Planning Commission, Board of Adjustment, and City Council.
- Work with developers through the Sandy City development process.
- Coordinate development proposals with other City Departments to assure that all applicable development standards are met.
- Conduct field inspections of projects under construction for compliance with City ordinances and conditions of approval imposed by the City.
- Attend Planning Commission, Board of Adjustment, and City Council Meetings, as assigned, presenting staff recommendations and answering questions.
- Answer questions from other divisions within the department, and other City departments.
- Respond to public questions regarding planning, zoning building permits, variances, special exceptions, site plans, subdivisions, and conditional uses.
- Work as a team leader on specific work projects as assigned.
- Coordinate and review street vacation requests and street dedication plats.

IV. Marginal Duties:

- Coordinate the City Address System, including street naming and numbering.
- Prepare written correspondence and verbal communication to various interests involved with Department issues.
- Act as staff liaison to a volunteer citizen committee.
- Attend meetings and help cover for the Senior Planner, Planning Director and Community Development Director in their absence and when called upon.
- Schedule meetings and otherwise work with developers and residents to resolve problems and concerns related to specific projects in their neighborhoods.
- Perform other duties as assigned.

V. Qualifications:

**Education:** Requires a bachelor's degree in urban planning or an equivalent degree. May substitute work experience in planning, government, or a related field on a year-for-year basis.

**Experience:** Requires four years of experience in planning or related field with progressively increasing responsibility. Advanced degree in planning or related field may substitute for one year of required

experience. Requires knowledge of and experience with architectural design, landscape design, and site plan compliance.

**Certificates/Licenses:** Class C (Commercial Drivers License) required within six months of hire. AICP certification preferred.

**Probationary Period:** A one-year probationary period is a pre-requisite to this position.

**Knowledge of:** Principles and practices of community development, local government operation and structures; urban planning and design, architectural design, map reading, interpretation, and principles of public relations.

**Responsibility for:** Making recommendations that affect the community and the activities of people for many years to come, including the physical design of the city, quality of life issues, and the city's ability to provide efficient service delivery; responsibility for the care, condition, and use of materials, equipment, money, etc.

**Communication Skills:** Research relevant information and inform personnel and the public regarding City ordinances and procedures; ability to communicate effectively verbally and in writing; work effectively with City employees, elected and appointed bodies, citizen groups and public; perform phone conversations with citizens businesses and developers; contacts with other departments, furnishing and obtaining information; and interfacing with other governmental agencies.

**Tool, Machine, Equipment Operation:** Regular use of office equipment, including a personal computer, property data software, calculator; copy machine and phone. Occasional use of a City Passenger Van.

**Analytical Ability:** Apply general principles and ordinances effectively; establish goals, policies and priorities; analyze statistical information and development applications; write concise reports and recommendations; creative design and solutions to complex development concerns.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects or controls; may frequently bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds. A constant need for viewing plans, ordinances, etc; verbal interaction and listening skills necessary to deal with the public.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to moderate exposure to deadlines and interaction with others. Attendance at evening meetings required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensations, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_